

To: NITAAC CIO-SP2i Contractors for Task Area 3

From: GovWorks Acquisition Directorate / National Business Center / Department of the Interior
Melissa Onyszko, Contracting Officer
Jared Van Buskirk, Contract Specialist

Subject: Request for Quotation (RFQ) – RFQ/Solicitation No. 1406-04-06-TO-61761
Department of Health and Human Services—Grants.gov System Integrator

GovWorks is issuing this competitive RFQ to solicit NITAAC CIO-SP2i Contractors for the purpose of entering into a Task Order under Task Area 3. GovWorks is conducting this acquisition in order to procure system integrator services for the U.S. Department of Health and Human Services, Grants.gov Program Management Office (PMO). GovWorks will be responsible for contract administration of the order, including the payment of invoices.

The Government intends to hold a Vendor Day on May 24, 2006 to allow Offerors the opportunity to ask questions of the program office and the ordering activity regarding this solicitation. In addition, the program office will be providing additional information that Offerors may find useful in preparing their quotations. Vendors wanting to attend this event shall send their request via email to jared.vanbuskirk2@mms.gov by 4:30 p.m. Eastern Time (ET) on May 16, 2006. The Vendor Day will be held at a location in Northern Virginia and the exact time and location of the event will be sent to Offerors that have requested to attend.

In order to avoid disclosing the source of any questions during Vendor Day, all potential Offerors will be provided time to record their questions. The questions will be collected from all attendees and the Government will attempt to answer all questions that same day. Any questions unanswered will be addressed by the Government after the Vendor Day. The Government will send responses to these questions to NITAAC for distribution to all Task Area 3 Contractors. Additional guidance regarding the activities of that day will be provided the morning of the event. Offerors are requested to review the solicitation and come prepared with questions and concerns. The Government reserves the right to utilize either video or audio recording devices during Vendor Day to ensure all communications are captured. These recordings will be used to prepare a formal record of all information discussed. All questions and answers will be distributed to all Task Area 3 Contractors. However, the sources of these questions will not be disclosed.

If the Offeror has questions regarding this RFQ or this requirement, and these questions were not posed during the Vendor Day, the Offeror should submit inquiries no later than May 25, 2006, 4:30 p.m. ET to the Contracting Officer at: Melissa.Onyszko@mms.gov. Questions submitted via phone or fax will not be accepted as an official record of all correspondence is necessary. Questions and Government responses will be forwarded to the CIO-SP2i Contracting Officer no later than May 31, 2006, 4:30 p.m. ET for release to all Contractors under Task Area 3. The

Government reserves the right to transmit all questions and answers of a common interest to all prospective Offerors. However, the source of these questions will not be disclosed.

If the Offeror seeks exception to any specific technical requirement of the Performance Work Statement (PWS), specifications, or any other terms and conditions of the RFQ, the Offeror should notify the Contracting Officer via email no later than June 5, 2006. Any exception sought shall identify each specific area of concern.

The NAICS code for this procurement is 541512 and the Product Service Code is D302.

The Offeror shall submit a quotation that is in exact conformance with the RFQ. Quotations that are found to deviate from the RFQ may be rejected as unacceptable.

This RFQ closes at 4:30 p.m. ET on June 12, 2006. Offerors are advised that failure to submit a response by this date and time may result in their quotation not being considered.

INSTRUCTIONS TO OFFERORS

Quotations will consist of both a written quotation and oral presentations. Offerors must provide a written quotation and participate in oral presentations to be considered eligible for award.

Written Quotation

The Offeror's written quotation shall be submitted in 4 separate volumes: Technical, Subcontracting, Past Performance, and Pricing. The Offeror shall only include pricing information in the Pricing volume. The Offeror's quotation shall cite its CIO-SP2i Contract Number, tax identification number (TIN), and Data Universal Numbering System (DUNS) number on the title page of each volume. The quotation shall also list the Offeror's point of contact for this project including name, title, address, phone number, and email on the title page of each volume.

1. TECHNICAL VOLUME

- A. Technical Capability and Relevant Experience.** The Offeror shall demonstrate that they are technically capable of performing the PWS tasks and have experience with similar projects including system integration, software development, system operations, and relevant technologies.

The tasking areas of the PWS are as follows:

- CLIN001 Transition (Firm Fixed Price)
- CLIN002 Development and Deployment of 2007 System (Time-and-Materials)
- CLIN003 Operations and Maintenance (Firm Fixed Price per Month)
- CLIN004 Hosting (Firm Fixed Price per Month)
- CLIN005 Application Enhancements (Time-and-Materials)
- CLIN006 Forms Development (Firm Fixed Price per Form)
- CLIN007 System-to-System Integration (Time-and-Materials)
- CLIN008 Project Management (Firm Fixed Price)
- CLIN009 Program Coordination (Firm Fixed Price)
- CLIN010 System Expansion (Time-and-Materials)(Optional)

The Offeror shall provide a Project Staffing Plan. The Project Staffing Plan shall, at a minimum, identify Key Personnel by name; proposed labor category; education/certifications/qualifications; proposed hours or percentage of full time allocated to the project, and availability date. Offerors shall provide résumés for key personnel assigned to perform under this PWS containing documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

Staff filling the following positions shall be designated as “key”:

- Project Manager
- Principle Systems Architect
- Forms Development Lead
- Systems Development Lead
- Systems Operations Lead

The Offeror shall propose appropriate labor categories for these positions. The Government does not intend to dictate the composition of the ideal team to perform this task order. Therefore, the Offeror is encouraged to propose other key positions as it deems beneficial to the Government in light of its proposed managerial and technical methodology. One person may fill one or more positions.

The Offeror shall demonstrate that the Project Manager (PM) has relevant project management skills including cost/schedule management using earned value methods, issue management, staff management, and project communications. In addition, the PM shall demonstrate those characteristics listed for the Project Manager in Section 18.2 of the PWS.

The Offeror shall demonstrate that all other key personnel, including the Principle Systems Architect, Forms Development Lead, Systems Development Lead, and Systems Operations Lead have the qualifications required to fill the positions based on the qualifications listed in Section 18.2 of the PWS.

In addition, the Offeror shall demonstrate that the technical staff (particularly the Principle Systems Architect or another technical lead noted as key personnel) has the appropriate relevant skills including Web application development, form development, XML schema development, system administration, database administration, and performance tuning.

The Offeror shall demonstrate an understanding of the role and function of the Grants.gov system in the overall grants process.

- B. Proposed Solution.** The Offeror shall demonstrate its proposed solution, including the overall system architecture consisting of the servers, system software, and forms software, for meeting Grants.gov processing requirements in terms of functionality, quality, vendor/platform independence, scalability, technical risk, and innovation over the next five years (assuming all option periods and tasks are exercised).

- C. Technical & Management Approach.** The Offeror shall demonstrate its strategies, processes, and tools to fulfilling the requirements. The Offeror shall demonstrate its project management approach, adequacy of resources, forms development process and tools, software development process and tools, schedule/resource soundness and feasibility, and development facilities. The Offeror shall demonstrate its Earned Value Management (EVM) approach in accordance with the clause entitled “NOTICE OF EARNED VALUE MANAGEMENT SYSTEM.” The Offeror shall provide a Transition Plan that demonstrates its plan to ensure successful transition of the current Grants.gov system in accordance with Section 4.1 of the PWS. The Transition Plan shall be a detailed description of the tasks, resources, schedule, assumptions, dependencies, risks, and risk mitigation plans associated with the transition. The transition plan will be finalized after award.
- D. Quality Control.** The Offeror shall provide a Quality Control Plan indicating the quality control methods it plans to use to ensure successful performance of the PWS tasks.
- E. Assumptions and Conditions.** The Offeror shall detail all assumptions and conditions upon which the Offeror’s quotation is based. If no assumptions or conditions are taken by the Offeror, this section should include the statement, “No assumptions or conditions are taken.”

2. SUBCONTRACTING VOLUME

The Offeror shall demonstrate its intent to utilize small and small disadvantaged businesses. The Offeror shall indicate the specific PWS task and the corresponding subcontractor, along with the subcontractor’s business size. Offerors shall only subcontract to businesses approved under their CIOSP2i contract. In order to add subcontractors to their CIOSP2i contract, Offerors shall contact NITAAC.

Offerors must include confirmation that any subcontractor effort proposed is within the scope of the prime Contractor’s Contract and is quoted under the prime Contractor’s CIOSP2i contract labor categories and corresponding labor rates.

NOTE: Only the Contracting Officer and Contract Specialist, and not the Technical Proposal Evaluation Committee, will sign an evaluation to this volume. Therefore, any information that is relevant to assigning an evaluation rating to technical capability should be addressed in the Written Technical Volume.

3. PAST PERFORMANCE VOLUME

The Offeror shall identify five contracts/task orders with the Federal Government and/or commercial customers that demonstrate recent and relevant past performance. Recent is defined as within the last three years. Relevant is defined as work similar in complexity and magnitude to the work described in the PWS.

When citing each source of past performance, the Offeror shall include the following information:

- Project title
- Contract number
- Contract amount
- Period of performance
- Government Agency/Organization
- COTR's name, phone number, and email
- Contracting Officer's name, phone number, and email
- Description of the project
- Information on problems encountered on the project and the Contractor's corrective actions

For each source of past performance, the Offeror shall send a Client Authorization Letter (see attached) giving consent for the client to respond to inquiries by GovWorks regarding the Offeror's past performance. Copies of each Client Authorization Letter sent shall be included in the Past Performance Volume.

The Government may also consider past performance information obtained through other sources.

NOTE: The members of the Government's Technical Evaluation Committee will not receive any past performance information. Past performance questionnaires will be sent and responses evaluated by the Contracting Officer / Contract Specialist in accordance with the Evaluation section in this RFQ.

4. PRICING VOLUME

A. Pricing Detail. The Offeror shall use the Detailed Pricing Sheets provided as attachments to this document to prepare their pricing. This section shall detail all pricing information for each of the CLINs described in the PWS for the base period and each of the four (4) optional periods.

This detail includes, but is not limited to, the following:

- All labor category(s) to be utilized
- Offeror's CIO-SP2i contract labor rates to be utilized
- All discounts to the Offeror's CIO-SP2i contract labor rates
- Number of hours quoted for each labor category
- Items on the Offeror's CIO-SP2i contract to be utilized, if applicable
- Items not on the Offeror's CIO-SP2i contract to be utilized
- All travel costs to be utilized
- Offeror's CIO-SP2i contract G&A rate, if applicable
- All assumptions and conditions on which the price is based

Other Direct Costs (ODCs) may be required to perform work under the PWS. For all ODCs required that are currently owned by the Government, the Offeror shall indicate these items on their Detailed Pricing Spreadsheet with the indication "Requesting as GFE at time of award" with a unit price of \$0.00. A list of these available items can be found in Appendix A to the PWS.

Please note that the successful offeror is limited to purchasing only those items that were submitted in their quotation and indicated as ODCs. After contract award, any request for ODCs that were not originally proposed must be submitted in writing to both the COTR and the CO 45 days prior to the date the ODC is required. This includes any additional hardware, software, or other ODCs that were not originally proposed or originally provided by the Government as GFE.

For quotation preparation purposes, the Offeror must list all ODCs required for performance on the Detailed Pricing Sheet. For all items that will be required and that are not noted in the GFE list in the PWS, the Offeror shall indicate the proposed price, all supporting documentation necessary to support a determination that the price is “fair and reasonable,” and an explanation regarding the need for the ODC. The price of the item shall not exceed both the Contractor’s sale price to its most-favored customer for the same item and its GSA FSS Schedule list price, if applicable. The CO will make the determination whether the item will be purchased through the Contractor or purchased by the Government and provided to the Contractor as GFE.

For all tasks and ODCs that are subcontracted, Offerors must list the name of the subcontractor with the pricing information.

NOTE: In an effort to receive the highest quality solution at the lowest possible price, the Government requests all available discounts on materials and services proposed by Offerors for this requirement. Offerors are encouraged to offer discounts below contract rates. When discounts are offered, quotations must clearly identify both the contract price and the discount price for each item or rate being discounted.

B. Assumptions and Conditions. The Offeror shall detail all assumptions and conditions upon which the Offeror’s quotation is based. If no assumptions or conditions are taken by the contractor, this section should include the statement, “No assumptions or conditions are taken.”

C. CIO-SP2i Contract. This section shall include a copy of the Offeror’s CIO-SP2i contract for reference, including: terms and conditions, contract clauses, labor categories, subcontracting plan, and labor rates.

Oral Presentations

All Offerors that submit a timely offer will be invited to oral presentations. Oral presentations will be held the week of July 17-21, 2006 at a location in Northern Virginia. Offerors will be contacted directly with information regarding the location and the specific date and time chosen by lottery system for their presentations. **The oral presentations will provide Offerors the opportunity to elaborate on the following areas of the Written Quotations only: Technical capability and relevant experience, Proposed solution, Technical & management approach, and Quality Control. Oral presentations shall not include information regarding the Offeror’s past performance or pricing.**

Offerors are permitted to bring up to three individuals, two of which must be key personnel proposed in the Written Technical Proposal. The additional person (i.e. chief executive officer,

company president, legal representative, etc.) may attend, but will not be allowed to present at the oral presentation except in a brief company introduction that WILL NOT be evaluated.

The time allowed for each Offeror's presentation will not exceed one hour in length. Upon completion of the presentation, the Government will caucus for up to one hour to discuss the Offeror's presentation and formulate questions. The Government will ask these questions to the Offeror directly after the caucus during the Q&A discussion session. The Q&A discussion will last approximately one hour.

It is anticipated that key project personnel will answer the majority of the questions posed during the Question and Answer (Q&A) session. The additional representative may address any appropriate questions that arise during the discussion.

Presentation media are limited to overhead transparencies or Power Point presentation media. The Government will provide a screen and an overhead projector, *upon prior request*. Any other equipment necessary to present a Power Point presentation will be the responsibility of the Offeror. Internet connectivity will be available for Offerors at the presentation facility. All presentation media will remain the property of the Government, excluding the plastic transparencies (provide a hard copy of the slides).

The Government intends to videotape the oral presentations for future reference.

PROPOSAL PREPARATION ASSUMPTIONS

The Government has made a considerable investment in the hardware and software that is now used by the current Grants.gov system integration contractor, but owned by the Government. This hardware includes various servers, storage devices, network components, and load balancing components. While alternative software solutions that could meet the functional needs are of interest, the Government also has an interest in leveraging investments that have already been made to the maximum extent possible. This hardware and software can be used partially or wholly in any solution for follow-on services that is contracted. Refer to Attachment A of the PWS for a complete list of government owned hardware and software.

Because of budgetary constraints, the Government is interested in approaches that will reduce the current level of effort as described Attachment A to the PWS.

For pricing preparation purposes, Offerors shall assume the following in regards to the associated CLINs:

- The Government anticipates that before deployment of the 2007 System the Contractor shall operate and maintain only the 2006 System.
- CLIN005 Application Enhancements. There have historically been 4 release cycles per year, each incorporating approximately 12 software change requests of moderate complexity.
- CLIN006 Forms Development. The Government does not expect any new forms to be developed on the current system. If the proposed 2007 system does not utilize the existing forms software tool, then the successful Offeror shall convert existing forms to the

proposed forms solution. However, some existing forms may be retired and conversion will not be necessary. There are approximately 100 existing forms currently in Grants.gov inventory with not all needing maintenance or conversion. For proposal purposes, offerors shall assume 20 new forms created per year. Note that forms development is primarily for Government-wide forms; agency-specific forms are developed only as requested by the agency, through the COTR.

- CLIN009 Program Coordination: The Contractor shall prepare material and present at forums including the following: 1) Grants.gov Stakeholder Meetings. Each meeting is ninety minutes in total duration including a maximum 30-minute presentation given by the Contractor's Program Manager. Estimated need for support three (3) times per year; 2) Grants.gov User Group meetings. Each meeting is ninety minutes in total duration with a five-minute technical overview followed by full participation for the balance of the meeting by the Contractor Program Manager or qualified software developer. Estimated need for support monthly; and, 3) Program strategic planning sessions. Should include all key personnel for one business day. Estimated need for support two (2) times per year. All forums will be held in the Washington, D.C. metro area.
- CLIN010 System Expansion. The Government is not able to provide Offerors with sufficient detail to price optional CLIN010, System Expansion. Therefore, an amount of \$500,000 will be utilized as a not-to-exceed amount for this task, and has been inserted into the Detailed Pricing Sheet by the Government.

Irrespective of the desire to consider new and innovative solutions for the Grants.gov System, the current system must remain operational through a transition period and support the full set of current capabilities. The entire operational capability of the current system would need to be transitioned to the successful Offeror in no more than 60 calendar days and the successful Offeror shall be able to perform operations and maintenance by October 31, 2006. Therefore, Offerors shall assume a contract start date of September 1, 2006. It is not intended that any Infrastructure Enhancements be completed within this transition timeframe. It is expected that the current system will remain unchanged and available during and after migration to a new system.

EVALUATION

Quotations will be reviewed and evaluated in accordance with the Evaluation Criteria identified below. Evaluation factors are listed in the following descending order of importance, with Technical capability and relevant experience being most important:

1. Technical capability and relevant experience
2. Proposed solution
3. Price
4. Past Performance
5. Technical and management approach
6. Subcontracting with small and small disadvantaged businesses
7. Quality Control

Evaluation will be performed as indicated below:

Technical Evaluation

- A. Technical capability and relevant experience.** The Offeror has demonstrated that it is technically capable of performing the PWS tasks and has experience with similar projects including system integration, software development, system operations, and relevant technologies.

Based on the Offeror's proposed Project Staffing Plan and resumes, the Offeror has proposed appropriate labor categories for the PWS.

The Offeror has demonstrated that the Project Manager (PM) has relevant project management skills including cost/schedule management using earned value methods, issue management, staff management, and project communications. In addition, the PM has those characteristics listed in the Project Manager section of the Personnel Requirements section in the PWS.

The Offeror has demonstrated that all other key personnel, including the Principle Systems Architect, Forms Development Lead, Systems Development Lead, and Systems Operations Lead have the qualifications required to fill the positions as listed in the Personnel Requirements section of the PWS.

The Offeror has demonstrated that the technical staff (particularly the Principle Systems Architect or another technical lead noted as key personnel) has the appropriate relevant skills including Web application development, form development, XML schema development, system administration, database administration, and performance tuning.

The Offeror has demonstrated an understanding of the role and function of the Grants.gov system in the overall grants process.

- B. Proposed solution.** The Offeror has demonstrated that its proposed solution, including the overall architecture consisting of the servers, system software, and forms software, will meet the Grants.gov processing requirements in terms of functionality, quality, vendor/platform independence, scalability, technical risk, and innovation over the next five years (assuming all option periods and tasks are exercised).
- C. Technical & management approach.** The Offeror has demonstrated its strategies, processes, and tools to fulfilling the requirements. The Offeror has demonstrated in its project management approach, the adequacy of resources, forms development process and tools, software development process and tools, schedule/resource soundness and feasibility, and development facilities. The Offeror has demonstrated an effective Earned Value Management (EVM) approach and provided a Transition Plan that demonstrates its plan to ensure successful transition of the current Grants.gov system in accordance with CLIN 001 of the PWS. The Transition Plan provided a detailed description of the tasks, resources, schedule, assumptions, dependencies, risks, and risk mitigation plans associated with the transition that demonstrates its effectiveness.

D. Quality Control. The Offeror provided an effective Quality Control Plan indicating the quality control methods it plans to use to ensure successful performance of the PWS tasks.

E. Past Performance. Past Performance will be evaluated by the Contracting Officer/Contract Specialist. Offerors with fewer than five sources of past performance will receive a neutral rating (neither positive nor negative) for each source less than five. Offerors with no sources of past performance will receive an overall neutral rating.

F. Subcontracting. Subcontracting will be evaluated by the Contracting Officer/Contract Specialist. The Offeror has demonstrated a successful approach to utilize small and small disadvantaged businesses in fulfilling the requirement.

Adjectives will be used by the Technical Proposal Evaluation Committee to evaluate Technical capability and relevant experience, Proposed solution, Technical and management approach, and Quality Control.

Since these will be evaluated in both written and oral format, the adjectival rating assigned to each evaluation criterion for the Written Technical Proposal will be combined with the adjectival rating assigned to evaluation criteria for the Oral Presentations to formulate the final technical ratings.

Adjectives will be used by the Contracting Officer/Contract Specialist to evaluate Subcontracting with small and small disadvantaged businesses and Past Performance.

In the event quotations are evaluated as technically equal, price will become a major consideration in selecting the successful Contractor. Price will be evaluated inclusive of all Option Periods and Optional Tasks.

GOVERNMENT DETERMINATIONS

Information Technology (IT) System Security Program

The Offeror's proposal must:

- (1) Include a detailed outline (commensurate with the size and complexity of the requirements of the PWS) of its present and proposed IT systems security program;
- (2) Demonstrate that it complies with security requirements of the PWS.
- (3) Include an acknowledgment of its understanding of the security requirements.
- (4) Provide similar information for any proposed subcontractor developing or accessing an AIS.

Notice of Earned Value Management System

(a) The Offeror shall provide documentation that the cognizant Administrative Contracting Officer (ACO) or a Federal department or agency has recognized that the proposed earned value management system (EVMS) complies with the EVMS guidelines in ANSI/EIA Standard-748-98.

(b) If the Offeror proposes to use a system that does not meet the requirements of paragraph (a) of this provision, the Offeror shall submit a comprehensive plan for compliance with the EVMS guidelines.

(1) The plan shall—

- (i) Describe the EVMS the Offeror intends to use in performance of the contracts;
 - (ii) Distinguish between the Offeror's existing management system and modifications proposed to meet the guidelines;
 - (iii) Describe the management system and its application in terms of the EVMS guidelines;
 - (iv) Describe the proposed procedure for administration of the guidelines, as applied to subcontractors; and
 - (v) Provide documentation describing the process and results of any third-party or self-evaluation of the system's compliance with the EVMS guidelines.
- (2) The Offeror shall provide information and assistance as required by the Contracting Officer to support review of the plan.

(3) The Government will review the Offeror's plan for EVMS before contract award.

(c) Offerors shall identify the major subcontractors, or major subcontracted effort if major subcontractors have not been selected, planned for application of the guidelines. The prime Contractor and the Government shall agree to subcontractors selected for application of the EVMS guidelines.

Conflict of Interest

Offerors must submit the attached Organizational Conflict of Interest Certification with their quotation.

CONTRACT AWARD

Contract award shall be made to the responsible Offeror whose quotation, in conforming to this RFQ, provides the overall best value to the Government, price and other factors considered. The Government's objective is to obtain the highest technical quality considered necessary to achieve the project objectives, with a realistic and reasonable price. In order to be eligible for award, the

Offeror must demonstrate that it meets the security requirements and the EVM standards. In addition, there must be no Organizational Conflict of Interest.

INSTRUCTIONS FOR SUBMISSION

The Offeror shall submit two (2) electronic copy (on CD) and two (2) hard copies of the quotation. The electronic copy of the quotation shall contain four (4) separate files, one for each volume of the quotation. The hard copy of the quotation shall contain four (4) separately bound volumes, one for each volume of the quotation. Both electronic and hard copy quotations must be received no later than 4:30 p.m. ET on June 12, 2006 and sent to the following address:

GovWorks / NBC / DOI
381 Elden Street
Herndon, VA 20170
Attn: Melissa Onyszko

Please note that GovWorks is located in a secure building. If quotations are hand delivered, please ensure that the courier is instructed to use the courtesy phone in the rear of the lobby (to the right of the elevators) to call the CO at extension 71356 or the CS at extension 71667. A staff member will meet the courier to receive the submittal.

ATTACHED:

1. Client Authorization Letter
2. Organizational Conflict of Interest Certification
3. Performance Work Statement
4. Pricing Detail Spreadsheet
5. Pricing Detail Spreadsheet Instructions

CLIENT AUTHORIZATION LETTER

Dear “CLIENT”:

We are currently responding to the US Department of Interior, GovWorks, RFQ No. 1406-04-06-TO-61761 entitled “Grants.gov Systems Integrator.” You have been listed as a past performance reference in our proposal. If you are contacted by GovWorks for information on work we have performed under contract for your company/agency/state or local government, you are hereby authorized to respond to any GovWorks inquiries. Your cooperation is appreciated. Please direct any questions to (offeror’s point of contact).

Sincerely,

ORGANIZATIONAL CONFLICT OF INTEREST (OCI) CERTIFICATION

The offeror [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the offeror is aware of information bearing on whether a potential conflict may exist, the offeror shall provide a disclosure statement describing this information.

If the offeror **IS NOT** aware of any information bearing on the existence of any potential organizational conflict of interest, the offeror must complete the following certification below:

OCI CERTIFICATION STATEMENT

I hereby certify (or as a representative of my organization, I hereby certify) that, to the best of my knowledge and belief, no facts exist relevant to any past, present or currently planned interest or activity that relate to the proposed work and bear on whether I have (or the organization has) a possible conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice or (2) being given an unfair competitive advantage.

SIGNATURE:

DATE:

NAME:

ORGANIZATION:

TITLE:

If the offeror **IS** aware of any information bearing on the existence of any potential organizational conflict of interest, the offeror must complete the following disclosure below:

OCI DISCLOSURE STATEMENT

I hereby certify (or as a representative of my organization, I hereby certify) that, to the best of my knowledge and belief, all relevant facts concerning past, present or currently planned interest or activities (manufacture, financial, sale/resale or otherwise) that relate to the proposed work and bear on whether I have (or the organization has) a possible conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice or (2) being given an unfair competitive advantage are fully disclosed and are attached and formatted to show:

- The company, agency, organization in which you have a past, present or currently planned interest or activity
- Description of the relationship
- Period of relationship
- Extent of relationship
- Mitigation Plan, as necessary

SIGNATURE:

DATE:

NAME:

ORGANIZATION:

TITLE: